

RAPID RESPONSE/DISLOCATED WORKER PEER EXPERT NOMINATION FORM

Part B - Expertise Checklist

Check Here	Area of Expertise Category	Frequency of Experience		
		1 per year	2-3 per year	more than 3 per year
	Large layoffs and closures (over 250) -- NAFTA-TAA required -- Part of national downsizing by large company -- Military base closures -- Exceptionally large closure of over 500			
	Coordination -- Layoffs requiring cooperation and coordination among several workforce development entities -- Interstate closures requiring cooperation and coordination among different State agencies -- Dual-enrollment and other linkages with Trade Adjustment Assistance Program (including NAFTA-TAA, and/or secondary workers) -- Development of strategies to involve the larger community interests (including political interests) in early intervention services -- Linkages with UI profiling to provide services to dislocated workers early during their period of unemployment			
	Planning and Approaches to Employer Services -- As part of a downsizing effort by a national company in several States, i.e. AT&T, Boeing, Raytheon, GE, etc. -- Dealing with employers reluctant to cooperate with State/local services for dislocated workers -- Formation of a Labor-Management Adjustment (worker transition or can be known by other names) Committee -- Working with private outplacement agency already engaged by the employer -- Conducting effective initial meetings with employers/HR managers			
	Planning, Design and Arrangement for Services to affected workers prior to layoff -- Serving multi-lingual (other than English) worker populations -- Establishing on-site career/transition centers (including space considerations, staffing, policies, etc.) -- Providing early intervention services -- Conducting effective initial orientation meetings with workers -- Effecting a smooth transition to local One-Stop services for affected workers --Developing effective working relationships with union representatives			
	Development of training materials to promote delivery of rapid response services and cooperation with local service deliverers			
	Management tools --Project management for on-site centers --Development of tracking systems for follow-up of workers and rapid response activities -- Assessment of rapid response effectiveness -- Development of rapid response data bases for workers, participants, services, costs, etc.			
	Layoffs occurring with no notice			
	Business retention/layoff aversion strategies --Incumbent worker training --Linkages with economic development (State and local) --Other employer assistance tools --Prefeasibility studies and approaches to company purchase by an alternative group including employees			
	Disaster planning and initial project implementation			
	Other (please specify)			

Rapid Response

Peer Expert Nomination Form

To capture expertise in the categories listed below, please provide all relevant information on this form about specific Rapid Response experiences as well as how these experiences have been shared with others. Other training that has been conducted may be included.

Please send this form to the U.S. Department of Labor, ETA, Office of Worker Retraining and Adjustment Programs, Attn.: Kimberly Wilcox, 200 Constitution Ave., NW, Room N5426, Washington, DC 20210; phone (202)219-6540 ext. 132; fax (202)219-5938; email kwilcox@doleta.gov.

A. Personal Data

Name:	_____
Title:	_____
Agency or Organization:	_____
Address:	_____
City:	_____ State: _____ Zip Code: _____
Phone:	_____ Fax: _____
E-mail Address:	_____
Current Employment:	_____
Years of Experience in Employment and Training Programs:	_____

B. Expertise Checklist -- Please check the categories on the attached form which would be helpful to others planning Rapid Response/dislocated worker activities.

C. Information about Particular Experience -- Based on the Expert Categories selected from Part B. Expertise Checklist, please complete the information requested on Area of Expertise form. Please note if the same situation applies to more than one category. This page may be copied to illustrate other situations or categories of expertise.

D. Professional Development -- Please provide any information on education and/or workshop/seminar trainings attended that are applicable to the Expert Categories selected or which provided the background or knowledge that enhanced the ability to meet rapid response challenge(s).

1.	Course of Study	Institution	Date Completed
	_____	_____	_____
	_____	_____	_____
2.	Workshops/Seminars	Target Group	Trainer
	_____	_____	_____
	_____	_____	_____

Participation in other information settings. Please indicate any participation as a presenter or panel member in conferences and seminars and list the topic area presented.

Name of Conference or Seminar	Topic
_____	_____
_____	_____
_____	_____

Area of Expertise

Category _____

Company _____

Approximate Date of Notice _____

Approximate Date of Rapid Response Visit _____

Date of Layoff _____

Challenge(s) _____

Opportunity(ies) _____

Linkages _____

Results _____

Nomination: ☐ Self ☐ _____

Name and Position of Person recommending nominee

Reference(s) (Employer, State or local individual with knowledge of role in the delivery of Rapid Response/early intervention services) :

Name

Position

Address

Preferred Methods to Deliver Technical Assistance in this Category

Please indicate how this expertise can best be shared with colleagues (there may be more than one methodology that seems appropriate).

☐ One-on-one consultation

☐ Job shadowing

☐ Workshop or panel presentation

☐ Develop written materials/case studies

☐ Other (please specify) _____

☐ On-site technical assistance (at location other than reasonable commuting distance, if funding were available).